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Army Director, Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

**Defense Civilian Emerging Leader Program (DCELP)  
for Year Group (YG) 2017**

Army Acquisition Announcement Opening Date: 3 May 2016

DCELP Application Deadline: 2 June 2016

Board Review Dates: 13 June – 24 June 2016

Course Dates (tentative): April – August 2017

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The U.S. Army Acquisition Support Center (USAASC) DACM Office is pleased to announce the YG 2017 offering of the DCELP. DCELP is designed to develop the next generation of innovative leaders with the technical competence to meet the future leadership needs of the Department of Defense (DOD). All Army acquisition submissions will be collected by the USAASC DACM Office.

**General Program Information:**

This DOD program utilizes a competency based approach focusing on Leading Self and Leading Teams/Projects. It consists of residential courses focused on: Championing Diversity, Project Management Essentials, Communication, Effective Meeting Management, Plain Language Writing, Leadership Foundations, and Trust Building. Pre-course work is required (readings and exercises) prior to attending each in-residence session.

Participants must also complete a formal capstone writing assignment in order to receive the DCELP Certificate of Completion. Throughout the training seminars within the course, the participants will have the opportunity to assess their potential for future leadership responsibilities and positions within DOD.

Participants should anticipate spending approximately 20-24 days in resident courses throughout the program, which normally starts in early April and ends in early September. Each member of DCELP is required to have a mentor. Additional information on the program can be reviewed at <https://DODhrinfo.cpms.osd.mil/Directorates/HRSPAS/Leadership-Learning-and-Development/Pages/DCELP.aspx>

You must submit your application in AAPDS by 11:59 pm on 2 June 2016.

Please note the following regarding DCELP for Army Acquisition participants:

- **FUNDING:** For Army Acquisition participants, acquisition organizations do not have any funding obligations – Tuition and lodging will be paid by DOD and TDY will be paid by the USAASC DACM Office.
- DCELP is a residency program. If you are local to Southbridge, you still must stay at the hotel.

### **Who May Apply for the Army Acquisition quotas?**

Permanent civilian members of the Army acquisition workforce who are GS-7 through GS-12 or broadband/pay band equivalent may apply. GS-11's and below must be at least certified level I in their current acquisition position, but still be within the 24 month grace period; GS-12's must be level II certified in their current acquisition position by the date of application submission. Certification status **must** be reflected on the individual's Acquisition Career Record Brief (ACRB).

### **USAASC Army DACM Office Eligibility Requirements:**

- Must be a permanent civilian member of the Army acquisition workforce
- Must be a GS-7 through GS-12 or broadband/pay band equivalent
- GS-11's and below must be at least level 1 certified in current acquisition position and within 24 month grace period. GS-12's must be level II certified.

(NOTE: If you had met your original certification requirement and were recently promoted so you now require the next level, you may still be eligible for DCELP. The Army Acquisition DCELP PM will review this on a case-to-case basis. If this situation defines where you are with your certification, please contact Ms. Rosalyn Hillary at [rosalyn.y.hillary.civ@mail.mil](mailto:rosalyn.y.hillary.civ@mail.mil)).

## **How to Apply to the DCELP:**

- Login at the Career Acquisition Management Portal (CAMP) using the following link: <https://rda.altess.army.mil/camp/>;
- Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS);
- Once in CAPPMIS, select the “AAPDS” tab;
- Click on “Apply” and the event entitled "2017 Defense Civilian Emerging Leader Program (DCELP)";
- Follow the instructions within each section and click the “submit” button to submit your application

The following documents must be submitted and information must be accurate in AAPDS. You must either upload or select information from the drop down menu in each section. Do not submit the documents below directly to DOD; Army Acquisition participants must go through this process stated in this document.

- **DCELP Nominee Information Sheet:** An accurate work number and valid email address must be entered on your application. Please access the DCELP Nominee Information Sheet within the "Application" Section at <http://asc.army.mil/web/career-development/programs/dcelp>. Fill in the appropriate information and upload into AAPDS. If the form is not editable, please write in information, scan the form and upload into AAPDS.
- **Statement of Interest:** Please access the DCELP Statement of Interest within the “Application Section” at <http://asc.army.mil/web/career-development/programs/dcelp/>. Fill in the appropriate information and upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

The Statement of Interest should not repeat information in the resume, information sheet or biography. Rather, it should focus on why you should be selected as a participant in DCELP. Address, in 500 words or less, the following:

- What do you consider to be your major strengths and qualifications for the program?
- What contributions will you add/bring to the program?
- How will attending this program fit into your professional career development plan?
- What will be the return on investment to your Component/organization and to the DoD?

**Supervisor’s Assessment:** Please access the DCELP Supervisor’s Assessment within the “Application” Section at <http://asc.army.mil/web/career-development/programs/dcelp/>. Your first line supervisor will need to fill in the appropriate information on pages 1-2 and in two locations on page 3. Your

second line supervisor will need to sign on page 3. You will also have to sign on page 3 noting you understand the program requirements.

**Note:** Supervisors are encouraged to provide additional comments in the space provided under Supervisory and Leadership Endorsement.

After you have received digital and/or hand signatures on all sections, upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

- **Resume:** Please see the resume format within the “Application” Section at <http://asc.army.mil/web/career-development/programs/dcelp/>. Please use 12 point New Times Roman font with 1 inch margins and a maximum of 5 pages. Upload your resume in the required format.
- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting your application. Your assignment history, training, education, and certification must match the information on your resume. Your ACRB must reflect any degrees you have obtained and the name of the school and year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using the online help request at: <http://asc.army.mil/web/contact/help-desk/>. **Please check the small box next to the ACRB verification link in the application to verify your ACRB is correct.** If this block is not checked, you will receive an error message when you attempt to submit your application.
- **Continued Service Agreement (CSA):** The CSA must be printed, physically or digitally signed and dated and uploaded in AAPDS. **Enter 1 September 2017 to 31 December 2018** as the period of obligated service (the start date reflects the time you will graduate from the program).

A copy of the CSA can be acquired at the following link:

[http://cpol.army.mil/library/train/catalog/acs\\_form.pdf](http://cpol.army.mil/library/train/catalog/acs_form.pdf). Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

(1) Army acquisition workforce members selected to participate in DCELP must complete an Agreement to Continue in Service before assignment to the training. Employees will be denied training if he/she fails to sign a CSA and include in this application. A signed copy of the agreement must be maintained in the organization's case file.

(2) The period of continued service obligation is equal to three times the length of the training period. For example, if the training period is one year, the obligated continued service would be three years (one year times three.)

(3) An employee is required to continue in service for three times the amount of time the employee participated in the program even if the employee voluntarily drops out of the program. The determination on whether or not an employee is involuntarily removed from the program (e.g. for performance related issues) to continue service will be decided on a case-to-case basis.

(4) Supervisors at all levels are charged to protect the Governments interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation. Supervisors, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs.

(5) Reimbursement is required upon departure from the Federal Government prior to completion of the service agreement. Training costs include course tuition, per diem (meals), and travel (TDY funds). Salary and benefits are not included in the cost of training. If the employee fails to complete the obligated service period, action can be taken to recover training costs. The USAASC DACM Office has the option of recovering the cost of training by setoff against accrued pay, compensation, retirement credit, or other monies due the employee if the employee fails to serve in the Federal Government for the agreed amount of time.

After all sections are completed and required documents are uploaded, you must hit the "submit" button to submit your completed application in AAPDS. The uploaded documents must be in .doc, .docs, .pdf, or .txt formats.

As a reminder, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

### **Procedures for Deployed Applicants**

Civilians who are deployed in support of contingency operations must also apply under this announcement to receive consideration. However, deployed applicants may follow the modified application process if they do not have access to CAMP/CAPPMIS as follows:

- Electronically submitted applications are acceptable. The email address is [rosalyn.y.hillary.civ@mail.mil](mailto:rosalyn.y.hillary.civ@mail.mil). See required documents noted above.
- ACRB - Provide your name and encrypted SSN to Rosalyn Hillary at [rosalyn.y.hillary.civ@mail.mil](mailto:rosalyn.y.hillary.civ@mail.mil). Your ACRB will be retrieved from CAPPMIS.

- Documents can be found at: <http://asc.army.mil/web/career-development/programs/dcelp/>.

### **Additional DCELP Information and Requirements**

- In accordance with the USAASC Policy and Procedures, students will be required to reimburse the government for session travel costs if the student does not successfully graduate from DCELP. Students will be required to reimburse the government within 30 day of notification. If payment is not received within the specified time, the participant's supervisor will be informed of the debt their employee owes to the government.
- Applicants will be notified by email of the status of their application after final results have been approved by the DOD in the October 2016 timeframe.
- Please contact Ms. Rosalyn Hillary, Army Acquisition DCELP Program Manager, at [rosalyn.y.hillary.civ@mail.mil](mailto:rosalyn.y.hillary.civ@mail.mil) or (703) 805-3206 for additional information.